




Leave Sharing - Report Instructions





Use this report to display leave sharing requests.

1. From the main screen, type transaction code: **ZTM_LEAVE_SHARING**.
2. Click the **Enter** button  or press **Enter** to continue.
3. There are several ways to search requests:
Choose one of the following options:
Open Requests
Closed Requests
All Requests

(Optional) *Requestor* and or Donor *Personnel Number* – Type a PerNr.

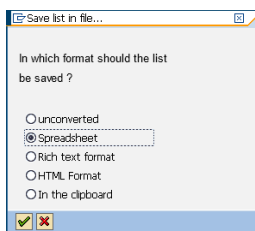
Leave Type – Select the leave types to display.


4. Click the **Execute** button  or press **F8** to execute.
5. The report displays.
6. Click the **Print** button .

OR

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
 - Choose the file location and type the file name.
 - Click **Generate**.
7. Click the **Back** button .

Request No	Req PersNo	Req Ename	Status	Start Date	End Date	Leave Type	Requested Hrs	Donor PersNo	Donor Name	Donated Hrs
143			Open	05/02/2011	08/01/2011	Sick	225.00000			37.50000
			Open	05/02/2011	08/01/2011	Sick	225.00000			15.00000
			Open	05/02/2011	08/01/2011	Sick	225.00000			7.50000
			Open	05/02/2011	08/01/2011	Sick	225.00000			22.50000
			Open	05/02/2011	08/01/2011	Sick	225.00000			30.00000
			Open	05/02/2011	08/01/2011	Sick	225.00000			7.50000
			Open	05/02/2011	08/01/2011	Sick	225.00000			7.50000
			Open	05/02/2011	08/01/2011	Sick	225.00000			22.50000
143			Open	05/02/2011	08/01/2011	Sick	225.00000			22.50000
							1,800.00000			150.00000